

# Staying COVID Secure at Mustard Tree

**December 2021**

**Our charity has safely stayed open 6-days a week since the beginning of the pandemic, thanks to our staff, volunteers and trainees.**

We're following the government's 'priority actions', which we are taking to protect our team, clients and volunteers during Covid. We are already ahead of the game in terms of what is required and we'd like to give an update on how we are currently working.

## **What this means for Mustard Tree**

- Face masks and gloves are mandatory for staff, trainees and volunteers downstairs
- Face masks must be worn upstairs when moving around the space
- Hand sanitiser and face masks are available around the building, and we are asking everyone to wash their hands frequently
- Social distancing of two meters must carry on, including during lunchtime
- We are ventilating the building to make sure there is regular fresh air coming through any spaces where there are people present
- We do a deep-clean every day and are continuing our cleaning methods around the building - with a focus on areas that people touch a lot
- We are asking people showing Covid symptoms not to come on site. Staff members, volunteers and trainees will be asked to self-isolate immediately if they show any symptoms and to book a PCR test as soon as possible (even if they are fully vaccinated)
- We are encouraging our staff to take a lateral flow test weekly, and to get their booster jabs as soon as possible if not done already
- We are continuing to communicate updated safety measures in our morning briefings
- Copies of our Covid-19 risk assessment are available on request, with our working practise update and 'staying Covid secure' information available to read on our notice-boards

As always, we'd like to thank everyone who visits our hubs for your ongoing support, and please don't hesitate to speak to a member of our team if you have any questions.

**Call us: 0161 228 7331**

**Email us: [information@mustardtree.org.uk](mailto:information@mustardtree.org.uk)**